

## Change of Command

### Personnel Involved in the Change of Command Inventory

#### ***Brigade Commander***

Prior to the inventory, both the ingoing and outgoing commander will conduct an in-brief with the Brigade Commander, the Battalion Commander and the Property Book Officer. After the inventory, but before the change of command, the outgoing commander will brief the Brigade Commander regarding the extent of adjustments required and the documents used (i.e. statements of charges, financial liability investigations of property loss, administrative adjustment reports, etc).

#### ***Battalion Commander***

The Battalion Commander ensures that the outgoing commander plans for and schedules a 100% pre-change of command inventory at least 60 days prior to the incoming commander's arrival. Time and resources will be allocated to the training schedule to ensure success.

#### ***Battalion Executive Officer***

The Battalion Executive Officer will create a "roadmap" for success, articulating his guidance for making the change of command inventory successful. He will supervise the weekly in-progress reviews to aid in the process.

#### ***Property Book Officer***

Prior to the inventory, both the ingoing and outgoing commander should conduct an in-brief with the Brigade Property Book Officer, Installation Property Book Officer, and TPE Property Book Officer at D-40 IAW Fires Brigade Timeline (Battery/Company Changes of Command).

#### ***Outgoing Commander***

The outgoing commander plays a vital role during the change of command inventory. As soon as possible, the outgoing commander should provide the battalion commander and executive officer with a day-by-day schedule of both the pre-change of command inventory and the actual change of command inventory. As a minimum, the schedule will include the actual items being inventoried by LIN or hand receipt. For both inventories, the company commander will recall all equipment out on temporary hand receipts.

During the pre-change of command inventory, the outgoing commander should physically inventory all property listed on all hand receipts, to include organizational, installation, and TPE when (deployed). Inventory all Components of the End Item (COEI), Basic Issue Items (BII) and Additional Authorized Lines using the latest technical manuals, and component hand receipt. Once complete, the outgoing commander submits any adjustment documents to the PBO to ensure that all non-expendable shortage annexes are updated and the hand receipt is adjusted.

Before the change of command inventory starts, the outgoing commander will collect the following documents to hand over to the incoming commander:

Master Inventory Contents	Source
Master PBUSE Hand Receipt	All PBO's
Cyclic Items Inventory (if Cyclic is used)	All PBO's
Sensitive Items Inventory (if applicable)	All PBO's
Non-expendable Property Shortage Annex	All PBO's
CFMO Hand Receipt (in garrison)	CFMO
TASC Hand Receipt (in garrison)	TASC
Current MTOE	Battalion S4
Current CTA	Battalion S4

Current DA PAM 25-30	<a href="https://www.apd.army.mil">https://www.apd.army.mil</a>
Commanders Imbalance Report	Company Supply Room
Applicable Sub Hand Receipts	Company Supply Room
Applicable Shortage Annexes	Company Supply Room
Applicable TMs, Technical Bulletins, etc	<a href="https://liw.logsa.army.mil">https://liw.logsa.army.mil</a>

During the actual change of command inventory, the outgoing commander assists the incoming commander because he is the subject matter expert on the property. The commander ensures that the hand receipt holders are prepared for the inventory on their assigned day. The commander offers statements of charges to all soldiers who cannot properly account for their equipment. He must report all discrepancies to the property book officer to ensure that all transactions are posted and that an accurate hand receipt is available for the incoming commander to sign.

### ***Incoming Commander***

While the incoming commander does little of the planning before the inventory starts, he will drive the inventory by how thoroughly he inventories the equipment. During this time, the incoming commander will do much more than account for property. These is a time to meet soldiers, assess the equipment and its state of repair, observe unit standards of maintenance, and get an overall first impression of the company he/she is about to command.

Before the inventory starts, there are a number of steps that the incoming commander must take, but the first rule is “Be Organized!” Become familiar with AR 710-2, DA Pamphlet 710-2-1, AR 735-5, ULLS-S4 Commander’s Guide, and local supplements. Those first three pubs contain almost everything you need to run a successful supply program. Take time to familiarize yourself with the documents that the outgoing commander provides you *before* you start your inventory. Make a list of all the TMs required to inventory the property and refer to DA Pam 25-30 to ensure the latest publications are on hand for the inventory. Publications can be found at the Post MOS library, online with the Army Publishing Directorate, the Property Book Office or from other units. Prepare a memorandum stating the publication number, title, date, and change number. This will protect the incoming commander and prevent him/her from “buying” items that are added in later publication changes.

Coordinate with the outgoing commander and prepare an inventory schedule that allows sufficient time between the inventory and change of command for the outgoing commander to reconcile any differences, prepare and then process any adjustment documents. A good rule of thumb is two weeks. Meet with all of the sub hand receipt holders before the inventory. Be very specific in what they are to expect. Determine before the inventory how it should be conducted. Some important questions to consider are:

- Do you want everything laid out in LIN order or will you inventory by sub-hand receipt?
- Do you want everything from each hand receipt in one location?
- Do you want all equipment laid out, including camouflage nets?
- Who do you want to escort you through the inventory?
- How long will you give the hand receipt holder to locate missing property?
- When do the hand receipt holders sign their hand receipt?
- Do you want the statements of charges and AARs completed as they occur, or at the end?
- How do you want to inventory masks—are you going to recall them all and update individual sub-hand receipts, or conduct a “showdown” formation in field-uniform to assess the soldiers’ individual equipment standards?

Take notes during the inventory, noting what equipment was inventoried, what adjustments need to be made and what publications were used. Refer back to these notes throughout the inventory. The following is a list of "helpful hints" that will get you off on the right foot.

- Inventory everything yourself. *See it, touch it, feel it, don't take the outgoing commander's word "it's there"!*
- Know what you are inventorying so that you don't double count. Some major items have other major items as components. For example, LIN W32593, the Shop Set, Common #1, has one battery charger, LIN
- D99573, listed in its supply catalog as a component. If the company's MTO&E also authorizes a second battery charger, LIN D99573, then your unit should have two battery chargers.
- Remember, all Components of the End Items and Basic Issue Items are assumed to be complete unless there is a valid shortage annex from the activity maintaining the document register. That does NOT mean that you shouldn't inventory the COEI and BII! You are assessing equipment readiness as well as accountability.
- Verify all serial numbers. Don't sign your hand receipt until all serial number discrepancies have been corrected (for more information on how to correct these, see Section Three, *Property Adjustment Procedures*). If a piece of property is in maintenance, then go see it to verify its serial number.
- Don't believe anything you can't confirm when it comes to property. If the end item is not on hand, don't fall for, "All the components are class IX. We'll just order it and you'll be good to go." Never sign for something that is not on hand and don't let subordinates do it either.
- If time or distance constraints do prevent you from physically inventorying property and you have to resort to accepting updated sub-hand receipts, document the circumstances on a memorandum and make sure the Brigade Commander, Battalion Commander, and the PBO are aware of the deficiencies before you sign the PHR. Physically inventory these items as soon as possible after taking command and take adjustment action IAW AR 735-5 if necessary.
- If you have trouble identifying a piece of equipment, ask someone for help like the S4 or the PBO. If they can't help you, they will direct you to someone impartial who can.
- Keep a record of all excess equipment found. Once you assume command, you can get rid of it (for more information, see Section 4, *Disposing of Excess*). The Brigade PBO will gladly help you with this.
- Make notes of any discrepancies, administrative adjustment reports, cash collection vouchers, statements of charges, reports of survey and Article 15-5 investigations.
- Update all hand receipts and ensure that 100 percent of the company property is sub-hand receipted; even the laptop on your new desk should be on the orderly room's automated sub-hand receipt and you should sign a DA Form 2062 from the sub-hand receipt holder. You should be able to match every item on your PBO PHR with an Asset Visibility Listing from your supply room's ULLS-S4 computer, and more importantly, have a current signed sub-hand receipt.
- Use component hand receipts when sets, kits and outfits are issued to the users.
- Always keep the outgoing commander informed. It is still his company. Work with him to complete the inventory in a timely manner.

When the inventory is complete, ensure that all sub-hand receipts have been updated and that all shortages on the Component Hand Receipts have been verified. Component hand receipts reflect all authorized, on-hand and missing COEI, BII and Additional Authorized List items belonging to that piece of equipment.

TAB: D  
TOPIC: CHANGE OF COMMAND  
CHANGE: N/A

APPENDIX: 1  
DATE ORIGINAL PUBLISHED: 15 OCT 06  
DATE LATEST CHANGE PUBLISHED: N/A

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The incoming and outgoing commanders should prepare a briefing for the battalion commander, ideally 48 hours prior to the planned Change of Command date (See Appendix A for a sample Change of Command Out-brief). This briefing will discuss all of the discrepancies and shortages found during the inventory, the outgoing commander will bring all documentation to correct the discrepancies, and provide copies to the PBO for posting.

At this point the incoming commander can make an appointment with the PBO to sign the Primary Hand Receipt. The PBO will not print the PHR until the incoming commander arrives to allow for any last-minute adjustment actions. The incoming commander will have an opportunity to review the new PHR against his/her working copy. No one can assume command until he has signed his hand receipt! The incoming commander should never sign if he is not comfortable with the accuracy of the PHR or if there are unresolved property issues. Once the Assumption of Command Orders are signed, the commander has command and supervisory responsibility for the property whether the PHR is signed or not.

**Fires Brigade Command Policy Letter 04-03 (Battery/Company Changes of Command)**



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS 4TH INFANTRY FIRES BRIGADE  
FORT HOOD, TEXAS 76544

AFYB-DA-CO

15 February 2007

MEMORANDUM FOR See Distribution

SUBJECT: Command Policy Memorandum 04-01 (Battery/Company Changes of Command)

1. Purpose. To establish procedures for the planning and conducting of battery/company level change of command inventories within the 4th Infantry Fires Brigade.
2. General. Commanding soldiers is not only an honor but it is also a tremendous privilege. Along with this honor and privilege comes daily challenges that sometimes seem all encompassing. By taking a systems approach to a Battery Change of Command the outgoing commander has an effective means for setting the conditions for success of his unit in the future. The incoming commander in-turn has the luxury of learning all he can about his future command from the guy that "knows it all". From motor pool operations to Family Readiness Group (FRG) rosters, from equipment service schedules to personnel losses and gains the incoming commander understands the strengths and areas for improvement before taking command. This process requires us to be brutally honest with each other. This is our duty because our soldier's combat readiness and their families well being lies in the balance. This policy includes task, condition and standard for each Change of Command area of focus. While the list of tasks is very definitive it is not all encompassing and I challenge each commander to consider additional areas of focus as they pertain to a specific command. The requirements established in this policy are mandatory for all battery/company changes of command within the Fires Brigade.
3. Procedures. The incoming and outgoing commanders will initiate planning in accordance with this policy no later than 120 days prior to the change of command date, and will begin executing this plan no later than 40 days out. Upon completion of all inventories, the incoming and outgoing commanders will out-brief the Battalion Commander and the Fires Brigade Commander. Change of command inventories will be listed on battery/company training schedules and strictly adhered to. All required adjustment documents will be initiated prior to the change of command. The actions, suspense, timeline, and sample letters are enclosed for all incoming and outgoing commanders and will be used as a guide for the planning and execution of the change of command.

4. The Fires Brigade Executive Officer is the executor for all requirements prescribed by this policy.

IRON GUNNERS!

ALLEN W. BATSCHELET  
COL, FA  
Commanding

#### Appendixes

1. Task, Condition, Standards
2. Timeline
3. Battalion Commander's Memorandum of Instruction
4. Change of Command Memorandum
5. Change of Command Inventory Standards
6. TM/SC/Medical SC Inventory Usage Memorandum
7. Battery Change of Command In-brief slides
8. Battery Change of Command Out-brief slides

**Fires Brigade Task, Condition and Standards (Battery/Company Changes of Command)**

REFERENCES:

- a. AR 220-1
- b. AR 710-2
- c. AR 710-2-2
- d. AR 735-5
- e. DA PAM 710-2-1

1. TASK: Conduct initial interview with the Battalion Commander.

CONDITION: The incoming and outgoing commanders will have an initial interview with the BN CDR and will receive the CDR's guidance and will be given the change of command SOP with all enclosures.

STANDARD:

- A briefing is scheduled with the Battalion Commander NET 120 days and NLT 90 days prior to the COC date.
- Receive commander's guidance.
- Brief proposed timeline/inventory schedule.
- Provide update on COC task list.

2. TASK: Conduct initial interview with Fires Brigade Commander.

CONDITION: The incoming and outgoing commanders will have an initial interview with the Fires Brigade CDR and will receive the CDR's guidance.

STANDARD:

- A briefing is scheduled with the Fires Brigade Commander NET 120 days and NLT 90 days prior to the COC date.
- Receive commander's guidance.
- Brief proposed timeline/inventory schedule.
- Provide update on COC task list.

3. TASK: Verify unit publications.

CONDITION: Using reference DA PAM 25-30 incoming and outgoing commanders ensure that the unit supply has all up to date manuals, TMs, SCs, and TBs.

STANDARD:

- Verify that all TMs, SCs, and TBs to ensure the publications are on hand and up to date.
- Review the US Army Publications WEB site @ <http://www.usapa.army.mil/> for any changes or updates to publications.
- If not all publications are on hand, contact the PBO or utilize the Army FEDLOG program.

4. TASK: Conduct initial meeting with the Division Property Book Officer.

CONDITION: Incoming and outgoing commander meet with PBO to review battery property and accountability.

STANDARD:

- Review current in effect MTOE
- Review Equipment Due-in listing
- Review commander's shortage annex.
- Receive copy of current hand receipts with additions and deletions.
- Receive Capital Value Listing. (total cost of equipment on hand

5. TASK: Determine state of property accountability.

CONDITION: The incoming commander is given access to the battery supply room, arms room, and unit supply records.

STANDARD:

- An inspection is conducted prior to the start of the inventory.
- All organizational property is accounted for on sub-hand receipts.
- All installation property is accounted for on sub-hand receipts.
- All shortages have been adjusted IAW AR 735-5.
- Copies of all adjustment documents are on hand.

6. TASK: Inventory Organizational Property.

CONDITION: The incoming and outgoing commanders are given the unit organization hand receipt and property to be inventoried.

STANDARD:

- The inventory is IAW the schedule prepared.
- Inventories are conducted using current SC's and TM's.
- All sub-hand receipts are present for inventory.
- All sets, kits and outfits are inventoried.
- Like items of equipment are inventoried at the same time.
- Tools are serviceable and properly marked.
- Sub-hand receipts are posted and signed again.
- Shortage annexes are annotated and updated.
- All Class IX shortages are ordered through BN S4 and Unit Maintenance.
- All other shortages are adjusted IAW AR 735-5 and AR 710-2-1.

7. TASK: Inventory Installation and FMO property.

CONDITION: The incoming and outgoing commanders are given the unit installation and FMO hand receipts and property to be inventoried.

STANDARD:

- Hand receipts are updated one week prior to the inventory date (s).
- All property is physically inventoried and accounted for.
- All sub-hand receipts are updated and signed.
- Shortages are adjusted IAW AR 735-5.
- All broken furniture is turned in for repair.

8. TASK: Conduct external organization visits.

CONDITION: The outgoing and incoming commanders will visit all external organizations that support the unit.



STANDARD:

- Visit direct support supply and maintenance organizations.
- Inspect all unit signature cards for applicability.
- Make contact with the Unit Funds Manager (Morale and Family Support).
- Ensure outstanding actions or debts are cleared by the unit.

9. TASK: Review the Battery Overage Recoverable Item Listing (ORILs) and PLL Listings.

CONDITION: The incoming and outgoing commanders will review the yearly and monthly ORILs and PLL listings.

STANDARD:

- Reconcile the C70 Report to account for all recoverable items.
- Review turn-in documents for equipment turned in.
- Review PLL for total lines, lines zero balance and lines partially filled.
- Ensure that all over parts 30 days have valid status code and document numbers.

10. TASK: TA-50 Inventory:

E-5 and above: A statement was signed by (number) E5's and above attesting that they have personally inventoried their TA-50, that it was on hand and in serviceable condition.

E4 and below:

Authorized \_\_\_\_\_  
Assigned \_\_\_\_\_  
Personnel inventoried \_\_\_\_\_  
Personnel w/shortages \_\_\_\_\_

The equipment of (number) personnel was not inventoried due to authorized absence.  
TA-50 shortages have been corrected as shown below:

Cash sales total \_\_\_\_\_  
Report of Survey \_\_\_\_\_  
Statement of Charges \_\_\_\_\_

Outstanding issues/concerns of this inventory are:

11. TASK: Conduct Final Inventory Review.

CONDITION: The incoming and outgoing commanders are given all documentation upon completion of the change of command inventory.

STANDARD:

- Ensure all equipment is properly accounted for on sub-hand receipts.
- Any shortages are annotated and ordered.
- All adjustment documents are present, updated, and submitted to PBO 7 days prior to the change of command.

12. TASK: Sign Hand Receipts.

CONDITION: The incoming and outgoing commanders have accounted for all unit property.

STANDARD:

- The incoming commander signs organization hand receipts at PBO.
- The incoming commander signs hand receipt at Installation PBO.

- The incoming commander signs for all FMO property.

13. TASK: Conduct Personnel Asset Inventory.

CONDITION: The incoming commander and First Sergeant conduct a battery formation with 100% accountability of personnel assigned.

STANDARD:

- All Military ID cards are verified.
- Each soldier presents one set of serviceable identification tags.
- All soldier counseling records are checked and updated.

14. TASK: Report Change of Command Results.

CONDITION: The incoming and outgoing commanders will have a Desk Side outbrief with the BN commander.

STANDARD:

- Briefing is scheduled with the BN CDR.
- Commanders will out-brief using the Desk Side Brief format in Appendix 8
- The number of adjustment documents is known.
- The dollar value of adjustments is known.
- The status of Class IX, ORILS, and PLL is presented.
- The results of the PAI are known.
- The BN Commander is briefed with all enclosures of this policy.

15. TASK: Out Brief the Fires Brigade Commander

CONDITION: The incoming and outgoing commanders will have a Desk Side out-brief with the FIRES BRIGADE commander.

STANDARD:

- Briefing is scheduled with the Fires Brigade Commander.
- Commanders will out-brief using the Desk Side Brief format in Appendix 8.
- The number of adjustment documents is known.
- The dollar value of adjustments is known.
- The status of Class IX, ORILS, and PLL is presented.
- A State of the battery brief is presented by the incoming commander. At a minimum, the following will be briefed:

FRG Roster

- Leaders
- Recent Training / Meeting

FRG Fund

- Treasurer
- Status of Funds

UCMJ Actions

- Pending Article 15s (FG/CG)
- Pending Chapters
- Bars in Effect / Pending Bars
- Current FLAGS in effect
- Discussion of "High Risk" soldiers or family members in the command

Reenlistment Status

- By name list (soldiers in REUP window)

- Mission for Current/Next Quarter
- Status of Soldiers in window
- Review of Last Battery Command Inspection
  - Strengths
  - Weaknesses
  - Focus on Arms Room / NBC Equipment
- Personnel Status
  - Authorized / OH
  - Gains / Losses next 180 days
- Equipment Status
  - 026 Update
  - Significant Shortages affecting readiness
  - Status of Tracked Vehicle track (Example)
    - 19 Tracks on hand / 19 tracks have been checked using appropriate track gauge)
    - 17 tracks meet 10/20 standards
    - 2 tracks require total of 84 track shoes (on order, document number)
- Publications
  - Required
  - On hand
  - Significant Shortages affecting readiness
- Training
  - Digital Battle Roster (number of systems, PRI/ALT operators, school trained, pending training and when training will be conducted)
  - Status of Crew Certification / Qualification
  - 6/6 certified Paladin Table IV / 4/6 Qualified Paladin Table VIII
  - Next Battery Paladin Table XV
  - DRB School Status IAW 4ID 525-10
- Unit Basic Load for Ammunition (Not required until D/A standard has been published)
  - Korean Theater
  - SWA
  - Balkans
- MVV/Calibration Log
- Service Status
  - # overdue services
  - Scheduled services (next 180 days)
  - Posted on battalion level training calendar
- Soldiers living on / off post
  - Number of Soldiers living on post
  - Number of Soldiers living off post
  - Discuss tracking mechanisms for high dollar value items in barracks
  - Discuss tracking mechanisms in place for checking soldiers quarters that live on / off post

### **Fires Brigade Timeline (Battery/Company Changes of Command)**

D-120 (NLT D-90): Verify all publications, TMs, SCs, and TBs and changes are the most current IAW DA PAM 25-30; check Army Publications on-line for the current changes or updates @ <http://www.usapa.army.mil/>.

D-120 (NLT D-90) Incoming commander receives copy of current hand receipt.

D-120 (NLT D-90): The Battalion Commander issues instructions and guidance on the conduct of the change of command inventory to the incoming and outgoing battery commanders. The duties of the responsible officer (Para 9-3, DA Pam 710-2-1, dated 31 Dec 1997) are then reviewed by both.

D-90: Incoming and outgoing commander's brief Fires Brigade Commander

D-40: The incoming and outgoing commanders receive an orientation by the Brigade PBO, and then publish a notice of the forthcoming inventory to request all unit property on loan. An inventory sequence is then developed and included on the battery training schedule.

D-35: The incoming and outgoing commanders execute a 100% physical inventory (IAW Para 9-3, DA Pam 710-2-1) and update all unit sub-hand receipts.

D-14: The incoming and outgoing commanders update the PBO on the progress of the inventory and establish the cutoff date for all shortage annexes and adjustment documents to be completed. The incoming commander will then establish a date for producing updated battery hand receipts with the incoming commander's signature block.

D-7: All change documents, AARs, and initiated Financial Liability Investigation of Property Loss are submitted to PBO.

D-5: The Battalion Commander is debriefed on the completed inventories and submits a change of command after action report to the Fires Brigade Commander, to include: the battalion commander's letter of instruction to the incoming commander; the assumption of command orders; a DA Form 1687 (signature card for the incoming commander); and the memorandum for change of command 100% inventory and losses. Upon submission and review of this report by the Fires Brigade, the incoming commander signs all battery hand receipts.

D-4: The Brigade PBO notifies the Fires Brigade and BN S4 that all property transactions have been completed.

D-2: The Battalion Commander debriefs the outgoing commander and in-briefs the new battery commander.

D-1: The incoming and outgoing battery commanders debrief the Fires Brigade commander.

D-day: Change of Command occurs.

ALL DATES LISTED ARE NOT-LATER-THAN DATES.

**Battalion Commanders Memorandum of Instruction (Battery/Company  
Changes of Command)**

***BATTALION COMMANDER'S MEMORANDUM OF INSTRUCTION***

*(INCOMING OFFICER)*  
*(DATE)*

1. REFERENCES:
  - a. AR 220-1
  - b. AR 710-2
  - c. AR 710-2-2
  - d. AR 735-5
  - e. DA PAM 710-2-1
  - f. 4<sup>th</sup> ID Fires Brigade COC SOP
2. You are scheduled to assume command of \_\_\_\_\_ Battery, 1<sup>st</sup> Battalion, XX Field Artillery. With (the outgoing commander), you will conduct a 100% joint physical inventory and inspection of all organizational, installation and FMO property in the battery. During this inventory, you will ensure that a 100% update of all unit sub-hand receipts occurs.
3. The critical nature of this pre-command activity demands your attention to detail to ensure an accurate, complete and thorough inventory.
4. Adequate time is being allotted for you to conduct this joint inventory, and the BN S1 and S4 have been directed to assist you if required. This inventory and all related property adjustments must be completed NLT 5 days prior to the change of command. If an extension is required, permission for the extension must be granted by the Fires Brigade Commander.
5. Effective (date) you will be released from (old duty position) and reassigned to (battery) to start your change of command inventory.
6. Upon completion of this inventory, you will report the results to the Battalion Executive Officer. The change of command cannot occur until the Battalion and Fires Brigade Commanders have reviewed the inventory results and corrective actions taken.

\_\_\_\_\_  
LTC, FA  
Commanding

DISTRIBUTION:

- 1- BN XO
- 1- BN S4
- 1- CDR, OUTGOING

**Change of Command Memorandum (Battery/Company Changes of Command)**

MEMORANDUM THRU Commander, (Battalion) 4th Infantry Fires Brigade, Fort Hood, TX 76544

FOR Commander, 4th Infantry Fires Brigade, Fort Hood, TX 76544

SUBJECT: Change of Command for (unit)

REFERENCES:

- a. AR 220-1
- b. AR 710-2
- c. DA PAM 710-2-2
- d. AR 735-5
- e. DA PAM 710-2-1
- f. 4<sup>th</sup> ID Fires Brigade SOP

1. The change of command inventory for (unit) was conducted between (outgoing commander's name) and (incoming commander's name). The baseline for this inventory was established by a 100% inventory conducted on (date assumed command). All serial numbered and sensitive items were personally and jointly inventoried by both parties. A 100% property inventory was completed without outside assistance. Current publications were used to inventory those items with components. Shortages were on requisition and verified. All property (FMO, organization, and installation) was inventoried. All TA-50 inventories were conducted as part of the change of command inventory on (date) by the NCOs within the battery.

2. Serial numbered items and sensitive items:

(Number) serial numbered items were verified. All were physically inventoried by both parties and are properly accounted for.

3. Hand receipted property:

Type Property	# Auth End Items	\$ Value	#End Item Shortages	\$ Value
Maintenance	_____			
Organizational	_____			
Installation	_____			
CFMO	_____			
IPE	_____			
TOTAL	_____			

All (number) end items were inventoried and are on valid requisitions. Necessary adjustment documents as a result of this inventory have been initiated. The end items in for maintenance were physically inventoried and the work orders verified.

4. Component listings:

a. Of the (number) line items of organizational property on hand, (number) required component listings. All of these component listings are current and are on hand.

b. Summary of components:

	# Components	\$ Value
Short and never issued	_____	_____
Short since base line	_____	_____
Substitute component on hand	_____	_____
Total Short	_____	_____

5. Those items listed as short since the baseline inventory was the personal responsibility was established of sub-hand receipt holders/users. Personal responsibility was established for all of the accountable shortages. Accountable actions have been completed as noted below.

	# Components	\$ Value
Report of Survey	_____	_____
Statement of Charges	_____	_____
Inventory Adjustment	_____	_____
Cash Collection Vouchers	_____	_____

6. ORILS

	# Components	\$ Value
Turn in document numbers	_____	_____
Initial Issue	_____	_____
Reports of Discrepancy	_____	_____
Reports of Survey	_____	_____

7. PLL

	# Components	\$ Value
Total lines on hand	_____	_____
Total lines Zero Balance	_____	_____
Lines partially filled	_____	_____
Lines on order	_____	_____
Lines over 30 days	_____	_____

8. Individual Protective Equipment (IPE)

Number of personnel authorized	_____		
Number of suits on hand	_____	LG	M S
Number of suits on order	_____	LG	M S
Number of gloves on hand	_____	LG	M S
Number of gloves on order	_____	LG	M S
Number of boots on hand	_____	LG	M S
Number of boots on order	_____	LG	M S

\_\_\_\_\_  
Signature  
(Incoming Commander)

\_\_\_\_\_  
Signature  
(Outgoing Commander)

**Changes of Command Inventory Standards (Battery/Company Changes of Command)**

MEMORANDUM FOR SSG Jones, Battery Maintenance Section, HHB \_\_\_\_\_, 4<sup>th</sup> Infantry  
Division (MECH), Fort Hood, Texas 76544

SUBJECT: Change of Command Inventory Standards

1. Your Section is scheduled to conduct a joint "Change of Command" inventory of your property on \_\_\_\_\_. The inventory will begin at 0900 hrs each day. In order to facilitate this inventory you must have the following items present:
  - a. All property displayed.
  - b. Current **Technical Manuals /SKOs** for all assigned equipment. TM's & SKOs can be downloaded from the Internet. Go to <https://www.logsa.army.mil/etms/online.htm> <https://weblog.logsa.army.mil/sko/index.cfm> from any military computer to print your TM / SKO.
  - c. Your current Sub-Hand Receipt signed within the past 6 months.
  - d. Expendable, Non-Expendable, and Durable shortage annexes for your section.
2. The Inventory will not start until all of the above items are present.
3. Any discrepancies will be resolved not later than 1600 hours on the day of the Inventory.
4. The inventory is not complete until you sign your hand receipt on the day of the inventory.
5. POC is CPT \_\_\_\_\_ at 287-7285.

\_\_\_\_\_  
CPT, FA  
Commanding



**TM/SC/Medical SC Inventory Usage Memorandum (Battery Changes of Command)**

MEMORANDUM FOR RECORD

SUBJECT: TM'S, SC'S, and Medical SC'S used during the HHB \_\_\_\_\_ FA 100% Change of Command inventory.

1. A 100% Change of Command Inventory occurred between Captain \_\_\_\_\_ (outgoing Commander) and Captain \_\_\_\_\_ (incoming Commander) from 20 April, 2002 to 1 May 2002.
2. An organizational, (with Force-Mod equipment) Hand Receipt issued by Brigade PBO, dated 14 March, 2002 was utilized by Captain \_\_\_\_\_.
3. The below table summarizes the TM, SC, or Medical SC utilized by Captain \_\_\_\_\_ to conduct the inventory. The below TM's, SC's, & Medical SC's were all downloaded from the LOGSA website during the month of March & April. LOGSA maintains only the most current Publications at the time of Download.
4. The following statement regarding Sets, Kits, & Outfits is maintained by LOGSA:

"Important changes to Supply Catalogs as of 1 April 2002: The Army Supply Catalogs of Sets, Kits, Outfits, and Tools managed by the Army Materiel Command (AMC) is all under one SC number now. The previous SCs are referred to as "component lists" within SC 9999-01-SKO. The DA PAM 25-30 will indicate that all AMC SCs have been superseded by EM 0074 (SC 9999-01-SKO), April 2002. The body of these superseded SCs are placed under its component number within the single SC. The information will continue to be published on CD-ROM with publication number EM 0074 and on this web site. NOTICE: Effective 1 April 2002 the Publication Date on individual Component List (CL) hand receipts have been changed. The publication date on the hand receipt will reflect the last major review date of the Component List by the AMC Materiel Developer (i.e. August 1997). The current publication date of the EM 0074 (SC 9999-01-SKO, Consolidated Publication of Component Lists) will appear on the Title Page of the SC. The user may print the Title Page of the SC to show they are using the latest list."

TM #	TM DATE	CHANGE #	LINE # OR NOMEN
TM 3-4240-288-12&P	20 AUG 1987	CHANGE 2	
TM 11-6130-392-12	30 OCT 1979	CHANGE 1	B45597
TM 5-6675-330-12&P	31 AUG 1987	CHANGE 6	
TM 5-6675-296-14	28 JUN 1977	CHANGE 2	W07701
SC 6675-91-E64	1 SEPT 2001	LOGSA	S68559
TM 9-2350-277-10			
TM 5-6665-202-13	31 OCT 1994	CHANGE 4	G02341
TM 5-6675-308-12	9 JUNE 1983	CHANGE 4	AN/USQ-70
TM 9-2320-209-10-1	JAN 1982		T60149, X40077, X40009
TM 9-2320-272-10	30 APRIL 1990		M927A1, M23
TM 10-7360-206-13	30 NOV 1993	CHANGE 12	MKT 75,75A,82,85,85S,90
TM 10-7360-204-13&P	7 JULY 1983	CHANGE 11	A03210
SC-7360-97-NO3	15 FEB 1991		A03210
TM 9-6115-673-13&P	1 NOV 1999		G36237, 2KW

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			GENERATOR SET
TM 10-7310-281-13&P	31 MAY 2000		MODERN BURNER UNIT
TM 10-7360-211-13&P	30 MAY 1991	CHANGE 6	FSC
SC 7360-97-NO2	01 MAY 1987		R14154
SC 6230-91-E01	01 SEPT 2001		L63994
TM 9-1260-477-12		CHANGE 10	GVLLD
TM 9-2350-277-10-HR	15 FEB 1997		C11158, XM1068, M1068A3
TM 9-2350-261-10-HR	MARCH 1991		D12087
TM 11-5825-283-10	15 AUG 2000		AN/VSQ-2C(V)1-(V)2
TM 9-2320-364-10-HR	01 AUG 1999		M1074/M1075
TM 9-3990-206-14&P	AUG 1999		B83002
SC 6675-91-E29	01 SEPT 2001		U69631
MED CL 0258	LOGSA		M25865
MED CL 0249	LOGSA		M23673
MED CL 0256	LOGSA		MES GROUND AMBULANCE
MED CL 0264	LOGSA		MES TRAUMA FIELD (2)
MED CL 0265	LOGSA		M30156
MED CL 0246	LOGSA		SUR INSTR&SUP SE INDI
TM 9-3990-260-14&P	JULY 2001		B83002
TM 9-2350-266-10		CHANGE 3	M981
TM 10-4930-220-13&P	30 JUNE 1993	CHANGE 3	POL
TM 9-2330-376-14&P	MARCH 1992		TRL 5 -TON
TM 9-2320-279-10-HR	15 FEB 2002		T58161 POL
TM 11-5855-262-10-2	1 JUNE 2001		AN/PVS-7B
TM 9-1010-221-10	1 AUG 2001		L44595
TM 9-1005-237-23&P	JAN 1993		B60351
TM 9-1005-317-10	JULY 1985	CHANGE 3	P98152
TM 9-1010-230-10	MAY 2001		M92362
TM 11-5855-238-10-HR	21 JULY 1979		N04456
TM 5-1080-200-10-HR	10 MAY 1990		C89085
TM 11-5820-1021-10	1 SEPT 1991	CHANGE 2	AN/VRC-97
TM 9-2320-272-10	15 AUG 1996		X59326M X40796, M923 (2320-01-050-2084)
TM 9-2320-280-10-HR	MAY 1999		M998A1 (2320-01-371-9577), M1038A1, M1025A1, M1026A1, 4x4, W/WINCH, M997, M997A1, M997A2
TM 11-5820-890-10-8	01 SEPT 1992		AN/VRC-88A/D/F, 90A/D/F, 91A/D/F, 92A/D/F, 89A/D/F
TM 10-8340-227-13&P	28 FEB 1994	CHANGE 3	V49674, SOLDIER CREW TENT, TYPE 11
TM 10-8340-222-10	21 NOV 1972	CHANGE 3	TENT, HEX, M-1950
TM 9-2330-368-14&P	DEC 1985	CHANGE 1	T45465
TM 11-5820-890-10-HR	1 SEPT 1992		C05541, C-11561(C)/U (RCU)
TM 11-5820-477-12	10 JULY 75		Q78282
TM 11-6625-3199-14	15 DEC 1988	CHANGE 1	AN/PSM-45A
TM 9-6115-660-13&P	15 OCT 1993	CHANGE 2	GEN SET DIESEL

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TM 9-6115-641-10	30 DEC 1992		GEN SET
TM 9-6115-659-13&p	15 OCT 1993		G18358, (SUB) , G42238
TM 5-4310-277-14	MARCH 1976	CHANGE 3	COMPRESSOR
TM 3-6680-316-10	15 NOV 1983		TESTER, AIRFLOW
TM 5-4310-276-14	25 APRIL 1989	CHANGE 6	E70064, COMPRESSOR, RECIP AIR
TM 9-2330-213-14&P	OCT 1990		TRAILER 1-1/2 TON
TM 9 -1040-267-20&P	1 FEB 1984	CHANGE 1	L67021, L44748
TM 9-1290-333-15	7 NOV 1963		E69242
SC-5180-95-A07	01 SEPT 2001		W51910
TM 3-4230-204-12&P	31 OCT 1986		DD0005
TM 5-6115-584-12	JULY 1977	CHANGE 11	J35813
TM 11-5820-924-10-HR	15 JAN 1986		H55843, ANIGRC-193A
SC 5180-91-R13	26 AUG 1999		W37483
SC 4931-95-J54	01 AUG 1997		P70517
SC 5180-95-A12	27 JUNE 1995		W32182
SC 4940-95-A08	27 June 1986		W65747
SC 4940-95-B09	07 OCT 1985		T62406
SC 5180-95-N26	30 OCT 1986		W33004
SC 5180-95-B19	26 MARCH 2001		T58051
TM 9-2350-256-10-HR	9 JAN 1979		R50681
SC 5180-95-N39	01 APRIL 2000		W58075
SC 5180-95-N34	26 MARCH 2001		W33689
SC 4910-95-A72	01 AUG 1987		W32730
SC 5180-95-A12	01 APRIL 2001		W32182
SC 4940-95-B09	01 APRIL 2001		T62405
SC 4910-95-A74	01 APRIL 2001		W32593

5. Direct all questions to Captain \_\_\_\_\_, 287-72855.

\_\_\_\_\_  
 Captain, FA

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## **Battery Change of Command In-brief to Fires Brigade Commander (Slides)**

*Change of Command  
In-brief*

## **Battery Change of Command Out-brief to Fires Brigade Commander (Slides)**

*Change of Command  
Out-brief*

**Sample Change of Command Joint Physical Inventory Notification**

**DEPARTMENT OF THE ARMY  
FIRES BRIGADE  
4<sup>TH</sup> INFANTRY DIVISION (MECHANIZED)  
FORT HOOD, TEXAS 76544**

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, Fires Brigade, ATTN: Brigade PBO, Fort Hood, TX 76544

SUBJECT: Change of Command Joint Physical Inventory Notification

1. The change of command joint physical inventory between **CPT JOHN L. DOE** and **CPT NEW GUY** of X Company/Battery will occur on (DATE) through (DATE).
2. Approval requests for extension will be forwarded in writing through BDE S-4, to the supporting PBO.
3. Point of contact for this memorandum is CW2 Marco.

I.M. BOSS  
COL, FA  
Commanding

**SAMPLE CHANGE OF COMMAND LETTER OF COMPLETION**

**DEPARTMENT OF THE ARMY  
FIRES BRIGADE  
4<sup>TH</sup> INFANTRY DIVISION (MECHANIZED)  
FORT HOOD, TEXAS 76544**

DATE

OFFICE SYMBOL

MEMORANDUM THRU Commander, Fires Brigade, Fort Hood, TX 76544

FOR Commander, Fires Brigade, ATTN: S4, Fort Hood, TX 76544

SUBJECT: Change of Command Letter of Completion

1. References:

- a. AR 710-2
- b. DA PAM 710-2-1
- c. Fires Brigade PBO External SOP

2. Under the provisions outlined in AR 710-2, a 100 percent joint inventory of Alpha Company's property has been conducted. Discrepancies have been accounted for under the provisions outlined in AR 735-5. The inventory was completed on (date).

- a. Were procedures used during the inventory IAW DA PAM 710-2-1 para 9-3? YES X NO \_\_\_\_
- b. Were all components to sets, kits and outfits physically inventoried and shortages placed on valid request? YES X NO \_\_\_\_
- c. Were losses accounted for IAW AR 735-5? YES X NO \_\_\_\_
- d. Were all TDA items on hand or on request? YES X NO \_\_\_\_
- e. Were all hand receipts for loaned property updated and resigned? YES X NO \_\_\_\_
- f. Are you satisfied with your inventory and are you prepared to sign the statement of responsibility for the property listed in the property books? (If no, please explain why in the form of a memorandum in detail.) YES X NO \_\_\_\_
- g. A Personnel Asset Inventory is scheduled on the company's training schedule for (date) TBD.
- h. The company/battery has 11 (#) excess LINES of property representing a total of 34 (#) pieces of equipment. I project that by TBD (date) I will have all excess equipment eliminated.

3. Point of contact is the undersigned, 355-8718.

CPT, FA  
Commanding

CPT, FA  
Commanding

**Sample Change of Command Joint Inventory After-Action Report**

**DEPARTMENT OF THE ARMY  
FIRES BRIGADE  
4<sup>TH</sup> INFANTRY DIVISION (MECHANIZED)  
FORT HOOD, TEXAS 76544**

(Office symbol)

DATE

**MEMORANDUM THRU:**

Property Book Officer, Fires Brigade, 4<sup>th</sup> Infantry Division (Mechanized), Fort Hood Texas 76544

**FOR** Commander, Fires Brigade, 4<sup>th</sup> Infantry Division (Mechanized), Fort Hood Texas 76544

**SUBJECT:** Change of Command Joint Inventory After-Action Report

1. Under the provisions of paragraph 9-5.1, DA Pam 710-2-1, a physical 100% inventory has been conducted on all unit property. The inventory was conduct from \_\_\_\_\_ thru \_\_\_\_\_, between CPT (outgoing commander) and CPT (incoming commander). All discrepancies have been account for IAW DA Pam 710-2-1 and/or AR 735-5.

2. All items identified requiring adjustment documents, including administrative adjustment reports are completed. The following summary is provided:

	<b>FLIP-L</b>	<b>Statement of Charges/Cash Collection</b>
Organizational Property:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Installation Property:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
FMO Property:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Real Property:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Keys Office/Barracks:	<u>\$ 0.00</u>	<u>\$ 0.00</u>

3. The transfer of responsibility between the incoming and outgoing commanders was completed on \_\_\_\_\_.

SIGNATURE	_____	_____
PRINT NAME	_____	_____
	(outgoing)	(incoming)

I.M. BOSS  
LTC, FA  
Commanding

**Sample Change of Command Out-Brief**

**DEPARTMENT OF THE ARMY  
FIRES BRIGADE  
4<sup>TH</sup> INFANTRY DIVISION (MECHANIZED)  
FORT HOOD, TEXAS 76544**

(Office symbol)

DATE

MEMORANDUM THRU COMMANDER, Fires Brigade

FOR COMMANDER, Fires Brigade

SUBJECT: Change of Command Inventory Report

1. General. CPT New and CPT Old conducted a joint change of command inventory for Alpha Company from 15 December 2005 to 10 January 2006. All serial numbered and sensitive items were personally and jointly inventoried by the undersigned. A 100 percent property inventory was accomplished. Component listings were used to inventory those items with components. All property on IPBO and Organizational property books was inventoried.

2. Sensitive Items

a. One hundred and fifty-two (152) serial numbered items were required to be inventoried. The incoming commander saw all the items and they are on hand.

b. Six (6) major line items were inventoried as sensitive IAW DA Pam 710-2-1. These six lines had a total of 52 individual items, which were seen by the incoming commander and are hand in the arms room.

3. Inventory of line items:

Property Type	# of Lines	# of Items	\$ Amount	Shortages/Value	# in Maintenance
Organizational	147	1,792	\$59,437,823	2/\$1,349	7
Installation	29	184	\$54,814	0	0
TOTAL	166	1,967	\$59,492,637	2/\$1,349	7

Of the 1,967 items, all were inventoried and are on valid sub-hand receipts except for six items. The incoming commander physically inventoried the seven items in maintenance. The six missing items were accounted for by the following actions:

Adjustment Action	Number	\$ Amount
Financial Liability Investigation of Property Loss (FLIPL)	1	\$782.00
Statement of Charges	2	141.22



4. Component listings:

a. Of the 112 line items on the organizational hand receipt, 19 required component listings. All of these component listing are on hand at the unit. The component listings were used to inventory the property.

b. Summary of component shortages:

Component Shortages	57	\$8,495
No. on valid shortage annex	48	\$7,184
No. missing	9	\$1,311

c. Those components listed as missing were accounted for by the following listed actions:

Adjustment Action	Number	\$ Amount
Financial Liability Investigation of Property Loss (FLIPL)	1	\$972
Statement of Charges	4	\$339

5. TA-50 inventory (E-6 and below):

a. Statistics:

Authorized	63
Assigned	59
Personnel Inventoried	57
Personnel with Shortages	17

b. The TA-50 of two personnel was not inventoried (one on emergency leave, one on TDY). Their TA-50 will be inventoried immediately upon their return.

c. TA-50 shortages have been corrected below:

Adjustment Action	Number	\$ Amount
Financial Liability Investigation of Property Loss (FLIPL)	1	\$145.92
Statement of Charges	16	\$294.77

6. Personnel Assets Inventory (PAI):

a. The incoming and outgoing commander conducted a PAI on 15 JAN 06. All but two individuals were verified by their identification card. One was on emergency leave; the other was TDY. The status of these two individuals will be verified upon their return.

b. Personnel Status:

Authorized Strength	63
Assigned Strength	59
Personnel Residing Off	31

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Post	
Personnel Residing On Post	28

7. POC is the Alpha Company Commander at 355-8718.

OLD L. GUY  
CPT, FA  
Outgoing Commander

NEW R. GUY  
CPT, FA  
Incoming Commander

# Commander's Change of Command Checklist

## OUTGOING COMMANDER

Schedule Change of Command briefings with the next level commander and Property Book Office from which property was issued.

Schedule the joint inventory on the Training Schedule.

Recall all unit property loaned out.

Update all change documents to subhand receipts.

Reconcile subhand receipts and annexes to master hand receipts.

Turn-in unserviceable property to the maintenance activity for technical inspection and repair.

Prepare adjustment documents for shortages. Ensure they are submitted to the Property Book Officer for posting at least two days prior to the signover of hand receipts to the incoming commander.

## INCOMING COMMANDER

Receive briefing from the Battalion Property Book Officer. Copies of the current updated hand receipts, shortage annexes, Dollar Value/Capital Equipment listing, Due-in listing, and the Battalion PBO Change of Command Guide are provided during this briefing.

Must be briefed by other Property Book Officers from which property was issued.

Meet subhand receipt holders prior to conducting joint inventory.

Reconcile subhand receipts and annexes to master hand receipt prior to conducting 100% joint physical inventory.

Conduct 100% joint physical inventory. This includes all BII and COEI. You should not accept responsibility for any property without physically inventorying and ensuring it is on a valid subhand receipt.

Use an inventory ledger to record discrepancies discovered during the reconciliation of subhand receipts and shortage annexes, and during joint physical inventory.

The joint physical inventory will also include the complete inventory of unit facilities to include a room-by-room inspection to identify damage and to ensure that locks are serviceable and keys are present.

## **INCOMING COMMANDER (CONT'D)**

Shortages discovered during the inventory will be accounted for IAW AR 735-5. Ensure adjustment documents are initiated by the outgoing commander.

---

Use current publications (SC, TM, etc...) to inventory. Check DA PAM 25-30 and download the current publication from the Army Publishing Directorate (<https://www.apd.army.mil>). Prepare a memorandum for record listing publications by number, title, change number, and date.

---

Verify all serial numbers and USA Registration Numbers.

---

Inventory property in maintenance activity. Ensure serial and registration numbers are verified against the workorder, hand receipt, and the equipment.

---

Inspect absentee records and baggage.

---

Inspect OCIE (TA-50) and record files. Ensure all personnel have received OCIE from CIF and that records are on file.

---

Ensure adjustment documents are posted to the hand receipts as soon as possible and at least two days prior to the scheduled signover date.

---

Schedule a hand receipt signover with the Battalion Property Book Officer and other PBO's from which property was issued.

---

Prepare a new DA Form 1687 to allow your Supply personnel to sign for property. This form is commonly known as a Signature Card.

---

Complete your "Letter of Completion", "Joint Inventory After-Action Review", and "Change of Command Outbrief" memoranda, along with a memorandum for record detailing the publications used in the inventory.

---

Have Assumption of Command orders (at least two copies) for the signover of hand receipts. You must provide a copy of the orders and DA Form 1687 (stamped and approved by the PBO) to your supporting Class II, IV & VII Warehouse.

---

A minimum of 30 calendar days will be allowed to conduct the Change of Command inventory. If an extension is needed, you must request additional days from your appointing authority. The number of days granted must be in writing. A copy of the extension must be provided to the Property Book Officer. Ensure you reschedule the hand receipt signover date.

---

Sign for the Unit's property on schedule.

---

# Acknowledgment Of Change of Command Briefing



DATE: \_\_\_\_\_

UNIT: \_\_\_\_\_ UIC: \_\_\_\_\_ DODAAC: \_\_\_\_\_

INVENTORY START DATE: \_\_\_\_\_

INVENTORY END DATE: \_\_\_\_\_

CHANGE OF COMMAND DATE: \_\_\_\_\_

INCOMING COMMANDER: \_\_\_\_\_  
(Print Name, Rank and Signature)

AKO e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

OUTGOING COMMANDER: \_\_\_\_\_  
(Print Name, Rank and Signature)

AKO e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

SUPPLY SERGEANT: \_\_\_\_\_  
(Print Name, Rank and Signature)

AKO e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Brigade PBO: \_\_\_\_\_  
CW2 Lionel C Marco III

AKO e-mail: [lionel.marco@us.army.mil](mailto:lionel.marco@us.army.mil)

Phone: (318) 847-2368

## PBO Joint Out-Brief Checklist for Commanders

**Unit:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- |  |        |
|--|--------|
| <input type="checkbox"/> 1. Did you do a 100% joint inventory?   | YES/NO |
| <input type="checkbox"/> 2. Did you inventory equipment by component?  | YES/NO |
| <input type="checkbox"/> 3. Are all shortages accounted for on an adjustment document?   | YES/NO |
| <input type="checkbox"/> 4. Are you satisfied with the hand receipt?   | YES/NO |
| <input type="checkbox"/> 5. Is 100% of your property sub-hand receipted?   | YES/NO |
| <input type="checkbox"/> 6. Are you familiar with procedures in annotating your working copy of the automated hand receipt?  | YES/NO |
| <input type="checkbox"/> 7. Do you understand that it is your responsibility to insure that all receipts, turn-ins, and lateral transfers are accomplished IAW DA PAM 710-2-1?   | YES/NO |
| <input type="checkbox"/> 8. Do you understand that discrepancies found on cyclic inventories should be resolved by the appropriate Property Book team using your supporting documentation prior to signing the hand receipt or the cyclic inventory? | YES/NO |
| <input type="checkbox"/> 9. Do you understand that units will not laterally transfer property external to the brigade/battalion without the PBO initiating lateral transfer directives or a higher HQ FRAGO?   | YES/NO |
| <input type="checkbox"/> 10. Do you understand that excess property must be turned in IAW AR 710-2?  | YES/NO |
| <input type="checkbox"/> 11. Do you understand that property on hand in your unit, if not on accountable records, must be processed as "found on installation" (FOI)?  | YES/NO |
| <input type="checkbox"/> 12. Have you informed the PBO of any discrepancies on the hand receipt and initiated adjustment action or provided supporting documentation to adjust the hand receipt?   | YES/NO |
| <input type="checkbox"/> 13. Was all equipment inventoried using DA PAM 25-30, referencing current publications? If no, has written documentation been provided stating what procedure was used to account for components?                           | YES/NO |

### Joint Inventory Statement

A 100% joint physical inventory was conducted between \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_.

All property on hand receipt from BDE PBO, Fires Brigade has been inventoried. Overages and shortages of end item components discovered prior to and during the inventory have been processed IAW current supply directives. Discrepancies discovered during the inventoried have been adjusted IAW AR 735-5.

☐ No further action is pending against the Outgoing Commander. \_\_\_\_\_ (Incoming signs)

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☐ The following actions are pending against the Outgoing  
Commander. \_\_\_\_\_ (attach MFR)

Outgoing Commander

Incoming Commander